

# Sunset Plaza Condominiums Annual Board Meeting Date: 5/15/2019

## Board Members:

Teresa L'Amarca – President  
Jody Matthews – Vice President  
Peter Schrempf – Treasurer  
Louise Richardson - Secretary  
Ellen – Member at Large  
Loretta - Member at Large  
Micky - Member at Large

Board Members in Attendance: Teresa, Jody, Louise, Ellen, Loretta, Micky

TMT Representative in Attendance: Cindy Sinanian

Minutes: Louise Richardson

Community Members in Attendance: Approximately 17 community members were in attendance.

**6:35 PM: Meeting opened to Community Comments following an announcement from Cindy letting everyone know that Eddie, our new maintenance manager, would be starting on Monday, and that she would be joining him personally to give him an orientation, and would also join him for a few more Mondays to be sure he has settled in.**

1. A resident asked where the money for the pillar that the fire department damaged is; that we were supposed to get reimbursed for. Even though this is an ongoing issue that has been in the works for a long time, Cindy says she's unaware of it. Teresa said that many pictures were supplied to TMT, and we have been requesting for a long time that the entire file (pictures and whatever) be sent over to Jean Holman who said she would pursue the claim for us. This issue is at least a year past due. **Cindy said she would find the pictures and get them over to Jean.**
2. A resident would like to know what our water bill has been compared to the last few years (2015 to 2017), because there was a leak at the L Building water shut off valve until it was repaired by Perez Plumbing recently. There is evidence that the water was leaking from the valve for a long period. **Cindy said she would research and provide the water bill information.**
3. There will be a Garden Club meeting at 2:00 PM, Saturday. Also, a resident handed out Disaster Response/Relief information folders for everyone's benefit and edification.
4. A resident wanted to know the status of a noise complaint against an upstairs neighbor. This led to a long, ongoing discussion about hardwood floors in upstairs units, which don't muffle noise and which keep people awake. Also discussion about quiet hours and what constitutes quiet. Answer: Normal quiet hours are 6:00 AM to 10:00 PM. People with upper units cannot have uncovered hard floors. They should not move furniture and boxes around after 10:00 PM, or otherwise make sounds that will likely disturb downstairs neighbors. (People should be aware of what they are doing and saying in the parking lot after hours too, including slamming car doors or having loud conversations in the parking lot, on their patios, or on their decks.) Also,

they should not do laundry or run dishwashers after 10:00, but it is okay to shower and use the bathrooms. Contractor hours are from 6:00 AM to 6:00 PM. This is different from residential quiet hours.

5. What is the procedure for complaints and fines? Answer: When a complaint is received, Aubree, TMT Assistant, sends out a warning letter of compliance to the owner of the unit that has the complaint lodged against, and then the owner has so many days to remediate whatever the issue is. If the issue can be documented with video or picture, then a report from one person is adequate. If it's not documentable, such as noise, then TMT likes to have reports from more than one person. Also, the warning letters do not include the name and identity of the complainer. This information is required to file the complaint, but does not go out to the person who gets the complaint filed against them.
6. How do we know when our complaints have been sent to the unit owners? How do they follow up? Answer: Resident must contact TMT to ask. The complaints are not available to other residents and owners because of privacy issues.
7. A resident complained that there are a number of scrap pieces of cement laying around the property, and these should be picked up. **Eddie will look for those and remove them.**
8. When will the pool open? Are in we compliance? Answer: We have the permits to open the pool, but there is still a problem with the drain. There is a work order in for that. The pool is on schedule to open when it usually does: Memorial Day Weekend.
9. A resident asked where can we find a list of issues and updates to the repairs and fixes, and what kind of system do we have in place for this. People who attend meetings keep hearing the same issues come up over and over, and they never know how these things are tracked, or how the residents can get updates. Answer: Yes, this is an ongoing problem/issue that the board and TMT are looking for a way to address. Right now issues are tracked in various places and in various ways. We are looking for a unified system that can be made public and easily accessed. We don't have that system in place at this point. **Our new property manager is going to try to set up a system so things on his list can be addressed in priority, and added to as they come up, and then updated as they are completed**, but that system is still being worked out. Examples are the street lights, the stairwell lights, carport repairs, flicker holes, security cameras, and gully, among other things.
10. It was also suggested that the meeting format change to address OLD BUSINESS at the beginning of the meeting, and then open to community from that point to answer any questions that are not addressed in the OLD BUSINESS part of the meeting. After that, the new business can commence.
11. Question about security cameras. Answer: The ones in the clubhouse are old and outdated, and the computer and the software are too. Teresa has been investigating getting a new system from Costco. The exterior cameras are more sophisticated and expensive, and are hardwired in.

These would be much more expensive and difficult to replace. But the whole system needs updating. Some of the delay in the updating are caused by the community center itself, which is also old and in need of updating, but until that happens, we don't want to spend money installing some kind of sophisticated door locking and monitoring system.

12. It was suggested that more than one person should know how to operate the systems that we do have, especially the front gate system, and the cameras, in case of emergency.

**7:10 PM: Community Comment period ended and the regular Board Meeting was officially called to order.**

1. Review and approval of last month's meeting minutes was tabled due the extremely late arrival of the board meeting packet from TMT. We did not have the chance to review the minutes in time to make an informed decision about approving them. We will review and be prepared to approve at next meeting.
2. Review of Financials: We need to slow down our spending. We have about \$6,000 left out of the \$25,000 we originally carried over for misc. operations. We are over budget due to a large premium increase for earthquake insurance that was not planned for. **Ellen moved to approve the financials, Jody seconded, and all in favor. Approved.**
3. New Debit Cards are ready for the board members who need to have them. See Cindy.
4. **The latest invoice from STAR Roofing has been received and needs approval. Ellen motioned and Loretta seconded. Board voted to approve.**
5. Eddie has reviewed the requirements for the new directional sign board that we are getting for the front of the property, and he said it is well within his abilities to install this signage, which he will do as a separate project.
6. We hired an electrician to fix the irrigation box that Pacific Landscape needs at the G Building. This box should have a plug fixture and not be hardwired into the G Building. An electrician will fix.
7. The homeowners with the water damaged units in N Building should soon be getting their checks from insurance and commencing repairs. (Teresa said the system of reporting issues to TMT, getting a response, getting professionals out during emergency, dealing with insurance, etc., is very confusing and needs streamlining. She is keeping detailed documentation of the issues she experienced and will try to put the process in writing so other people in the future don't have to go through what they are going through.)
8. **Cindy said TMT will put this information on the website along with the contact information for the Master Insurance representative,** in case someone needs to contact them or have the information for their own insurance company.

9. A resident asked if we could have a copy of Eddie's job description. Answer: This is not public, but there is a plan for his daily duties which will be posted. A lot of discussion ensued about what exactly he will be doing so he can be held accountable. All additional work requests must be called in to TMT, or relayed to Eddie in person, or written on a Work Request form available in the Community Center wall display. Spoken requests will be noted in writing, and added to the list, where they will be prioritized. Emergency repairs will be determined and dealt with on case-by-case basis. Eddie will be happy to meet and speak to residents to hear requests and take reports, but he cannot be a private maintenance or chore person. Please respect his professional capacity, and **do not** to ask him to do things for you on a one-off basis, such as carrying things into your unit, or coming into your unit to fix something that's broken.
  
10. Jody reported that Tim had turned in his keys, but Lisa had not yet done so, although it was unclear which keys she had. A discussion ensued about her future role, which is also somewhat unclear at this point. It needs to be worked out with Eddie and TMT.
  
11. Eddie has agreed to manage vehicle tow stickers and will meet tow trucks when necessary. Jody does not want to do this, but Loretta said she would do it too, if necessary. (Ellen subsequently volunteered for this too.)
  
12. Cindy addressed a number of action items from the board packet including the flicker holes and the asphalt sealing. Flicker holes will not be patched until babies are gone. Asphalt sealing needs to be scheduled, which is done on an annual basis.
  
13. A board member reported seeing a large rat in front of C Building, leading to a discussion about pest control. We have a pest control person, but we don't know exactly what he does or when he does it, so accountability is lacking.
  
14. A board member noted that the owner or resident of Unit C 104 had removed the outside patio fencing without permission, and had indicated to her that they were going to put in some other kind of railing system of their choosing. It was discussed and noted that residents and owners are not free to just install whatever they want. There is an Architectural Review request form available in the Community Center on the wall display and this must be used to request changes or installs.
  
- 15. Cindy said she would review the rules again, and everyone agreed that the rules might need revising or updating.**
  
- 16. Someone else reported that unit J-203 is undergoing a lot of unauthorized, unpermitted, and probably unsafe remodeling that should stop. Cindy said she would investigate and ask for a STAY OF WORK from the city, if necessary.**

17. Teresa presented a plan for hiring goats to clean out the gully. The plan is from “Rent a Ruminant”. It will cost \$780 a day, for a minimum of six days for a total cost of \$5,100. This price includes an onsite supervisor, and follow-up cleanup by humans. It also involves complete control of the goats so they don’t wander loose. There is also a follow-on, less expensive contract to keep the grounds maintained into the future. Everyone agreed this was a good plan, but expensive, and Jody (and possibly others) objected to voting on it until our finances are in better shape, so Teresa agreed to table the plan until further notice.
  
18. Teresa moved on to discuss Phase II of the property’s tree maintenance. Phase I was performed by Archon Tree to most residents’ satisfaction and general acclaim. Teresa put a bid out to two other arborist companies for Phase II. A walkthrough with Archon is scheduled for later this week, so we can have three bids. In the meantime, the project was put to a vote for approval to proceed with the best proposal of the three presented. **Louise made a motion to proceed with approval of Phase II, Ellen seconded. Five board members voted AYE. Jody voted NAY. Motion approved.** As soon as the third bid comes in, we will proceed with Phase II of the tree maintenance.
  
19. A resident asked about what was being done about the ongoing problem of the lights that are out, and/or always on. Answer: This is an ongoing problem with a number of parts to it. Eddie will be instrumental in getting a handle on which parts he can do and which parts require the services of an electrician. TMT needs to ensure that all companies that do business on the property are approved, licensed, and bonded, which is why we have not had success finding an electrical company to come and do the fixes. In the meantime, some bulbs need changing and we think Tim has a supply of those. Additionally, it was mentioned that we are not planning to replace or update the actual light fixtures at this time, and also that many people (not all) like the lamps that we have because they are the original ones and contribute to the character of the property.
  
- 20. Jody reminded Cindy that she wants an estimate for hiring a security company to do the locking up at night. Cindy said she still planned to get that for us even though the board is not in agreement as to the need for it.**
  
21. A resident passed out flyers with information about Tacoma Narrows Neighborhood Watch Safe Streets Community meetings. These meetings are the second Tuesday of the month from 6:30 to 7:30 at Mona’s Pizza, 6104 6<sup>th</sup> Ave. Everyone is welcome. It’s a good time to meet neighbors, talk with police, discuss code compliance, and learn how to make your neighborhood safer and cleaner.

**8:40 PM: Regular Board Meeting Adjourned.**